



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 5450.210E  
N12/NPS  
10 Aug 2018

OPNAV INSTRUCTION 5450.210E

From: Chief of Naval Operations

Subj: NAVAL POSTGRADUATE SCHOOL MISSION AND FUNCTIONS

Ref: (a) 10 U.S.C. §7041  
(b) SECNAVINST 1524.2C  
(c) DoD Instruction 5010.35 of 28 September 2007  
(d) OPNAVINST 1520.23C  
(e) SECNAVINST 5420.60K

Encl: (1) Mission and Functions of the Naval Postgraduate School

1. Purpose. To prescribe functions performed by the Naval Postgraduate School (NPS) in support of the mission and guidance assigned by references (a) through (e).

a. The principal changes to this revision are:

(1) Elaboration of the mission statement;

(2) Inclusion of the Naval Research Program administration; and

(3) Definition of the reimbursable work acceptance process and reimbursable program assessment reporting requirement.

b. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.210D.

3. Scope and Applicability. This instruction applies to NPS.

4. Background. Reference (a) established NPS as a separate institution for the purpose of providing advanced education for commissioned officers of the regular U.S. Navy (USN) and U.S. Marine Corps (USMC). In line with reference (b), NPS exists for the purpose of increasing the combat effectiveness of the USN and USMC through advanced degree and non-degree programs in a variety of sub-specialty areas not available at other educational institutions. Reference (c) provides guidance on executive agency, organization, and management of the Defense Resource Management Institute. Reference (d) describes NPS responsibilities with respect to graduate education programs and curriculum reviews. Reference (e) provides direction regarding management and administration of the NPS board of advisors.

5. Status and Command Relationship. NPS Monterey, California is an echelon 2 shore activity in an active operational status overseen by a president and under the command of the Chief of Naval Operations (CNO). NPS reports to the CNO for mission accomplishment, policy guidance, and governance. The Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (CNO (N1)) serves as NPS's resource sponsor. NPS is located onboard the Naval Support Activity, Monterey under Commander, Navy Region Southwest (COMNAVREG SW). Base operating support for NPS is provided by the Commanding Officer, Naval Support Activity Monterey (NAVSUPACT MONTEREY CA) who owns all class 2 property.

a. Echelon

(1) CNO

(2) President, NPS, Monterey, CA

b. Regional Coordinator. COMNAVREG SW

6. Action. In fulfilling the assigned mission, the NPS President will ensure accomplishment of the functional requirements set forth in enclosure (1). The president will advise CNO (N1) of any recommended modifications to NPS mission or functions.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

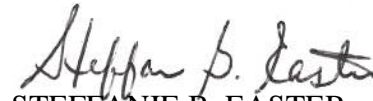
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx> . For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NPS will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year

OPNAVINST 5450.210E  
10 Aug 2018

anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in black ink, appearing to read 'Steffanie B. Easter', is positioned above the printed name.

STEFFANIE B. EASTER

Director, Navy Staff

**Releasability and Distribution:**

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>

MISSION AND FUNCTIONS OF THE NAVAL POSTGRADUATE SCHOOL

1. NPS Mission. Provides relevant and unique advanced education and research programs to increase the combat effectiveness of commissioned officers of the naval service to enhance the security of the United States. In support of the foregoing and to sustain academic excellence, fosters a program of relevant and meritorious research that provides thesis and research experiences for NPS students; informs the curricula; supports the needs of the Navy and DoD; and builds the intellectual capital of NPS faculty. To support the core Navy mission, NPS's programs are inherently joint, inter-agency, and international.

2. NPS Functions

a. NPS Education Program

(1) Naval and Total Force Education

(a) Primary Mission. Educates, as CNO may direct, commissioned United States naval officers to the level essential for professional performance. Provides education programs that support intellectual innovation and growth throughout the careers of the total force.

(b) Secondary Mission. Educates other authorized United States and allied military officers and civilians consistent with the requirements of the individual Services, DoD, and foreign governments, within available resources. Educates civilian and enlisted personnel within the United States government consistent with their sponsoring organizational needs and within available resources.

(2) Graduate Academic Programs. Designs graduate academic programs to equip officers with enhanced intellectual and analytical capacity, and make them more effective warriors and specialists. Aligns NPS programs with the rapidly changing needs of the naval services to support the Nation's national security.

(3) Education for Navy Career Paths. Coordinates with appropriate Navy leadership to educate and provide opportunities to those Navy officers who require education, but whose career paths do not always permit full time resident education.

(4) Military and International Education. Maintains direct liaison with the other Services' graduate education program managers and international student program managers concerning their requirements, curricula content, curricula establishment, and curricula status.

(5) Education Development. Researches and exploits innovative learning technologies, pedagogy, and practices to enhance the educational experience for NPS students and provide cost-effective education.

(6) Reserve, Civilian, Contractor Education. Under Navy's total force concept, provides education to support reserve naval forces, civilians, and contractors, as authorized by law, to meet requirements in fulfillment of Navy mission and as resources allow.

(7) Navy Fleet Concentration Areas. Operates fleet concentration area offices to coordinate educational opportunities for naval personnel and provide information on available programs to interested personnel.

(8) Education and Academic Infrastructure. Maintains library, information technology, and laboratory facilities to support the graduate education program. Conducts long-range planning of library, information technology, and laboratory requirements and means to achieve optimum utilization of these resources.

(9) Curriculum Reviews. Conducts, at least biennially, subspecialty reviews for all curricula offered by NPS resident and civilian institution programs resulting in a degree in line with reference (b) in support of Navy core mission. Coordinates subspecialty reviews with major area sponsors and subject matter experts. Endorses recommendations of major area sponsors on educational skill requirements, the program content to meet those educational skill requirements, and educational resources which should be used to most effectively meet curricula (i.e., NPS, other DoD, or civilian institution requirements). Director, Total Force Manpower, Training and Education Requirements Division (OPNAV N12) has final approval authority for subspecialty reviews.

(10) Guest Lecture Program. Conducts a program of relevant and distinguished guest lectures to enhance currency of curricula taught.

b. Research Program and Faculty Expertise

(1) Research. Engages in research to satisfy core Navy mission requirements and maintain accreditation as a graduate institution. Coordinates and approves Navy student officer research at NPS. Maintains a strong, relevant, and viable faculty research effort at the NPS to support core Navy mission and DoD research requirements. Research assures the continued relevance of the NPS faculty capabilities and that the latest processes, materials, and technologies can be transferred to USN and USMC to help strengthen the Nation's defense.

(2) Develop Relevant Faculty Expertise. Recruits and maintains a faculty under reference (b) that is fully competent to support the required advanced programs of study and capable of applying their expertise in support of the naval service and DoD.

(3) NPS Naval Research Program. Administers the NPS Naval Research Program to provide relevant thesis and capstone project opportunities for NPS students; to provide operational awareness for NPS faculty; and to contribute to problem solving and increased capabilities across the naval service.

(4) Interdisciplinary Expertise. To sustain its role as a leading center for education, research, and technological development, NPS should continue to build its programs in interdisciplinary areas. This development should enhance the education of NPS students and assure the NPS faculty remains globally competitive in research and teaching in support of naval capabilities.

c. Executive Education and Professional Development Education

(1) Executive Education. Provides executive and continuing education programs that support innovation and intellectual growth throughout the careers of the total naval force.

(2) Professional Education. Plans, produces, conducts, and administers programs of educational services to help naval officers primarily, and secondarily, help authorized United States military officers and authorized Government service civilian personnel acquire, maintain and improve their competence through continuing education and update their abilities in a cost effective manner.

(3) NPS Naval Flag Executive Education. Designs, develops, manages, and conducts a unique and relevant executive education program for the Navy's senior leaders that provides results-oriented seminars, workshops, and tailored-support short courses. Through NPS's Center for Executive Education, creates strategic-oriented educational opportunities that prepare Navy senior officers and leaders, and their staffs, to lead effectively in increasing complex United States Navy and Joint organizations.

(4) Joint Professional Military Education. In partnership with the Naval War College, provides opportunities for students to complete Joint Professional Military Education Phase I as a part of their NPS resident program.

(5) Defense Resources Management Institute. Directs and supervises the daily operations of the Defense Resources Management Institute, Monterey, CA, in management education courses.

d. Civilian Institutions

(1) Civilian Institution Management. Conducts program administration, management, and resource control for Navy funded graduate education programs for naval officers attending civilian universities through the civilian institution program office, including fully funded graduate education, advanced education, and law education programs.

(2) Civilian Institution Student Management. Supervises, administers, controls, and monitors all officers enrolled in fully funded graduate education at civilian institutions and select DoD institutions through the designated reporting and administrative senior officers. Publishes appropriate directives to the supervisory officers to ensure efficient military supervision of students using standardized administrative and managerial procedures.

e. Navy Education Support

(1) Navy Doctoral Program. Conducts administrative academic screening and administration of applicants for the Doctoral Studies Program. Recommends the selection of institutions and qualified applicants to Chief of Naval Personnel (CHNAVPERS).

(2) Commander, Navy Personnel Command (COMNAVPERSOM). Maintains direct liaison with COMNAVPERSOM, Distribution Management (PERS-45) and appropriate assignment or placement officers concerning routine "duty under instruction" officer status changes.

(3) Student Personnel Records. Maintains student and academic records on all students pursuing graduate education at NPS and civilian institution. Ensures all students' fully-funded graduate education academic achievements are reported to appropriate COMNAVPERSOM personnel management offices to guarantee appropriate subspecialty coding and education level coding in personnel databases in a timely and accurate manner; and ensures COMNAVPERSOM documentation of service obligation and COMNAVPERSOM follow-up in the case of those students not completing degree requirements prior to detachment from NPS.

(4) Academic Profile Codes. Determines and maintains a database of academic profile codes and transcript abstracts for COMNAVPERSOM official use in the selection of personnel for graduate education.

f. Relationships and Partnerships

(1) Relationships and Partnerships to Advance the Force. Develops and maintains strong working relations with combatant commanders, type commanders, CHNAVPERS, the Office of the Chief of Naval Operations (OPNAV) organization, Naval Warfare Development Command, industry, and other organizations and universities. Ensures the integration of NPS graduate students with faculty working on advanced concepts to ensure the Nation's naval forces remain dominant across the full spectrum of military operations.

(2) University, Industry, and International Partnerships. Develops and maintains partnerships with other colleges and universities, businesses and industry, government, and the international community to collaborate with others on naval warfare developments; technical and research support for DoD; and the creation of new technologies and new military applications of technology.

(3) Partnership for Peace. Acts as the United States North Atlantic Treaty Organization Partnership for Peace Training and Education Center.

g. Governance. Manages the Board of Advisors to the Presidents of NPS and the Naval War College and its subcommittees in line with reference (e).

h. Business and Financial Activities

(1) University Reimbursable Model. Operates using a hybrid financial model built upon both direct Navy appropriations and the acceptance of reimbursable funding. NPS receives substantial funding both from annual direct appropriated Navy funds through its budget submitting office, and from reimbursable funds from sponsors. Sponsor funding is comprised of Department of the Navy, DoD, other Federal agency, and international resourcing that supports advanced education, research, and professional development education. Accomplishment of NPS's full mission and functions is complemented by the receipt and execution of reimbursable funding.

(2) Funding, Tuition, and Internal Controls. Exercises budgetary and funding control over funds allocated by CNO, and develops and coordinates long and short-range financial plans and programs via the CHNAVPERs. Collects the cost of instruction from the Department of the Army, Department of the Air Force, Department of Homeland Security, and other agency and defense industry contractors for instruction provided to their members.

(3) Reimbursable Funding. Receives and controls funding in concert with reimbursable work including research projects at NPS.

(4) Reimbursable Work Acceptance Process. Applies the work acceptance process to all NPS reimbursable activities to include reimbursable education, reimbursable research, reimbursable professional development, and reimbursable support activities.

(a) Maintains a work acceptance process at NPS that reviews all proposed reimbursable work. Work will be reviewed in terms of:

1. alignment with the naval core mission (the "core mission" for NPS is defined as the education of naval officers (USN and USMC), including supporting research and professional development education);

2. enhancement of NPS mission and functions; and

3. accomplishment within NPS's full-time equivalent (FTE) authorization.

(b) Proposed reimbursable work is approvable by NPS if it:

1. is part of core mission and is accomplishable within authorized FTEs; or

2. enhances core mission and is accomplishable within authorized FTEs; or

3. is within NPS mission and functions, is a continuation of NPS's previously approved program of record, and is accomplishable within authorized FTEs.

(c) The work acceptance process should assure appropriate mission, financial, and legal review of NPS reimbursable activities and compliance with relevant governing laws and regulations. NPS will provide a monthly summary of all reimbursable work accepted and copies of requested WAP proposals to CNO (N1) for quality reviews and oversight of work acceptance fiscal compliance. Proposed reimbursable work requires CNO (N1) approval if it:

1. is outside of NPS mission and functions; or
2. is not accomplishable within authorized FTEs; or
3. indirectly enhances the core mission, but is not a continuation of NPS's previously approved program of record.

(5) Reimbursable Assessment. Reports annually on all reimbursable programs and activities at NPS. The reimbursable report will include an assessment of how the NPS reimbursable portfolio enhances the core mission and how naval students and curricula benefit from this work.